

# Import

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## Import Tab

The tab is designed to provide user with a possibility to import rate to VCS by uploading **.csv** or **.xls** file. The whole process can be divided in the following steps:

Screenshot: *Import tab*

Rates

Simulate

Import

Import History

Export

Parameters

RT ORIG - Rose [USD]

STEP 1: FILE SETTINGS

✓

Selected file: new\_rts.csv

Choose a file or drag it here

Import Template:

Delimiter: autodetect

Auto Confirm: Disabled

STEP 2: IMPORT SETTINGS

Sheet 1

				Skip
1201	United States	0,99	01/10/2018 00:00:00 +0000	<input type="checkbox"/>
1202	United States	0,99	01/10/2018 00:00:00 +0000	<input type="checkbox"/>
1203	United States	0,87	01/10/2018 00:00:00 +0000	<input type="checkbox"/>
1205	United States	0,87	01/10/2018 00:00:00 +0000	<input type="checkbox"/>
1206	United States	0,87	01/10/2018 00:00:00 +0000	<input type="checkbox"/>

More rows

CODE RULES

Dst Code	Service	Effective Date	Profile	Min	Int	Extra	
*	Calls	2018-07-26 00:00:00+0000	all time	1	1	regular	

New Import Template

Save Template

Import

### Step 1. Selecting File and Specifying Additional Parameters

First, you need to select a file for import. Additionally, you can specify the following parameters:

Screenshot: *Step 1. File Settings*

Rates
Simulate
**Import**
Import History
Export
Parameters
RT ORIG - Rose [USD]

**STEP 1: FILE SETTINGS**

Selected file: **File not selected**  
Choose a file or drag it here

Import Template:   
Delimiter:   
Auto Confirm:

**STEP 2: IMPORT SETTINGS**

Import

Field	Description
<b>Import template</b>	Select a target template for rates importing
<b>Delimiter</b>	Specify here a delimiter symbol. Possible options are: <ul style="list-style-type: none"> <li><b>autodetect</b></li> <li>,</li> <li>;</li> <li><b>tab</b></li> </ul> By default, <b>autodetect</b> option is chosen.
<b>Auto Confirm</b>	Select whether the system must confirm imported rates automatically or not

### Warning

- It's not possible to import a file into the **Rate Table** with the **Min Time and Interval = 0**. These fields must have at least 1 second.
- While specifying the **Effective Date** and **End Date** keep in mind that by default **Time zone** is **UTC (+0000)**.

## Step 2. Import Settings

The system will recognize the file and display first 5 rows of the first sheet. To switch from one sheet with rates to another, click on respective tab: **Sheet 1**, **Sheet 2**, etc.

Starting from **VCS 3.17.0**, user has a possibility to specify a type for each sheet of an imported file. Each sheet type has its own list of column. Currently, there are 3 sheet types:

- Rates** type - an equivalent to a importing page from earlier version. While importing, **at least 1 sheet must be of Rates type**. For this type, the following columns are mandatory:
  - Dst Code/Code Name** - indicate at least one of them
  - Rate**
  - Effective Date** - if you don't indicate this column, the Effective Date, specified in the Code Rules information block, will be applied to imported rates.
- Src Codes** type - this type allows user to indicate source codes / code names and has two columns: **Src Code** and **Src Code Name**. If selected, both columns must be specified.
- Dst Codes** type - this type allows user to indicate destination codes / code names and has two columns: **Dst Code** and **Dst Code Name**. If selected, both columns must be specified.

Screenshot: Sheet types


**STEP 2: IMPORT SETTINGS**

Sheet 1
Sheet 2

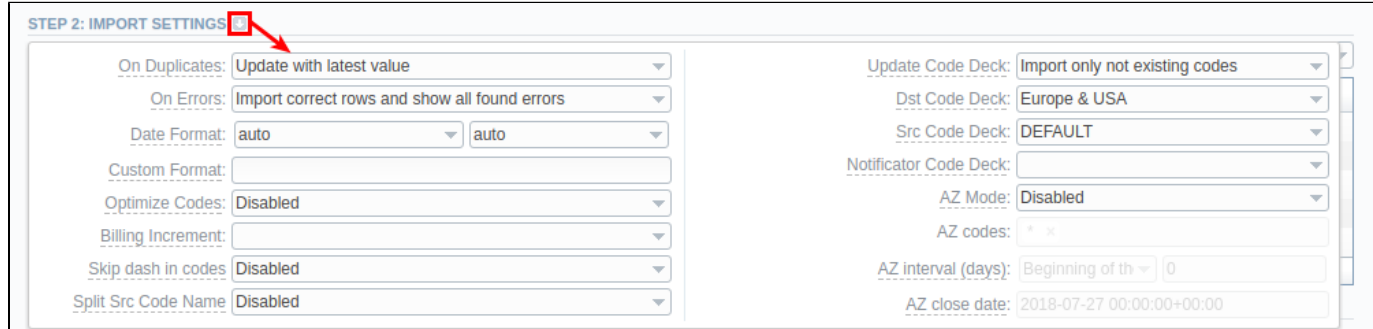
Dst Code Name	Dst Code		Rate	Changes	
1201	United States	1	12/12/2018 00:00:00 +0000	431	
1202	United States	0,99	12/12/2018 00:00:00 +0000	250	<input checked="" type="checkbox"/>
1203	United States	0,87	12/12/2018 00:00:00 +0000	604	<input checked="" type="checkbox"/>
1205	United States	0,87	12/12/2018 00:00:00 +0000	778	<input checked="" type="checkbox"/>
1206	United States	0,87	12/12/2018 00:00:00 +0000	236	<input checked="" type="checkbox"/>
More rows					



Rates sheet type
Rates sheet type
Src Codes sheet type
Dst Codes sheet type



On the second step, you can also save the importing rate table as a template for further usage in importing process. To do so, in the bottom left corner of the tab, specify a template title and press **Save Template** button.

To open advanced configurations, click on grey downwards arrow  icon next to the **Step 2: Import Settings**. Advanced settings contain the following fields


Screenshot: Step 2. Import Settings



Field	Description
<b>On Duplicates</b>	<p>Determines billing behavior if it finds duplicate rate row. Duplicates are checked by <b>Code + Effective Date</b> pair of columns.</p> <ul style="list-style-type: none"> <li>• <b>Update with the latest value</b> - if multiple duplicates were found, the last value is stored</li> <li>• <b>Skip duplicate rows</b> - if there are multiple duplicates, only first value will be stored</li> <li>• <b>Alert me about duplicates</b> - if duplicates are detected, VCS will alert you about their presence</li> </ul> <div>  <b>Attention</b> <p><b>Alert limitation</b> about rate duplicates during import process. It means that the import process cannot proceed if you get more than 1,000 duplicate alerts. This limitation applies while the <b>Alert me about duplicates</b> option is enabled in the <b>On duplicate rates</b> field in the <b>Import</b> tab</p> </div>
<b>On Errors</b>	<p>Determines billing behavior if an inconsistency or error was found in importing file (data inconsistency, incorrect symbols, etc.)</p> <ul style="list-style-type: none"> <li>• <b>Import correct rows and show all found errors</b> - import error-free rows and display the list of errors, if any</li> <li>• <b>If errors are found, abort import and show all errors</b> - if any error is found, stop import and display a list of errors</li> </ul>
<b>Date Format</b>	<p>Specify date format of imported file. Please note, the auto-detection of date and time can be performed with files that contain one of the date and time formats, listed below:</p> <ul style="list-style-type: none"> <li>• DD-MM-YYYY (%d-%m-%Y) = 28-12-2018</li> <li>• YYYY-MM-DD (%Y-%m-%d) = 2018-12-28</li> <li>• MM/DD/YYYY (%m/%d/%Y) = 12/28/2018</li> <li>• DD.MM.YYYY (%d.%m.%Y) = 28.12.2018</li> <li>• YYYY/MM/DD (%Y/%m/%d) = 2018/12/28</li> <li>• YYYYMMDD (%Y%m%d) = 20181228</li> <li>• YYYY-MM (%Y-%m) = 2018-12</li> </ul>
<b>Custom format</b>	<p>If defined, this format will be used for date parsing instead of <b>Date Format</b> field</p>
<b>Optimize Codes</b>	<p>This option allows to make shorter codes of importing code range. For example, code range 4400-4409 will be shortened to 440. Please note, a single code 44001 will not be shortened to 440, it only works for code ranges specified with dash "-".</p> <div>  <b>Tip</b> <p>Therefore, when you make an import with enabled <b>Optimize codes</b> option and your importing file consists of code 440 and code range 4400-4409 at the same time, the import result will depend on the <b>On duplicate rates</b> settings.</p> </div>

<b>Billing Increment</b>	<p>Billing Increment defines the way events are billed and combines two parameters: <b>minimum volume</b> and <b>tariffication interval</b> or three parameters: <b>minimum volume</b>, <b>tariffication interval</b> and <b>grace volume</b>. Indicate the order of parameters recognition in <b>Billing Increment</b> column:</p> <ul style="list-style-type: none"> <li>• <b>Min Volume / Interval</b></li> <li>• <b>Interval / Min Volume</b></li> <li>• <b>Min Volume / Interval / Grace Volume</b></li> <li>• <b>Interval / Min Volume / Grace Volume</b></li> </ul> <p>For example, if <b>Billing Increment</b> column in your import file is <b>1, 5</b>, and you selected <b>Min Volume / Interval</b> value in this field, system will recognize <b>1</b> as <b>Minimum Volume</b> and <b>5</b> as a <b>Tariffication Interval</b> for a target rate.</p>
<b>Remove Dash</b>	<p>Select whether dash in codes must be skipped or not:</p> <ul style="list-style-type: none"> <li>• <b>Enabled</b> - codes, written as <b>1201-1205</b>, will be imported as a single <b>12011205</b> code</li> <li>• <b>Disabled</b> - <b>1201-1205</b> codes will be imported as separate <b>1201, 1202, 1203, 1204, 1205</b> codes</li> </ul>
<b>Split Src Code Name</b>	<p>This option is used only in case source code names contain <b>underscore</b> symbol. Choose one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Disabled</b> - if Src Code Name is, for instance, <b>USA_Columbia</b>, it will be preserved as it is after import.</li> <li>• <b>By underscore</b> - if selected, <b>USA_Columbia</b> Code Name will be changed to <b>Columbia</b> after import.</li> </ul>
<b>Update Code Deck</b>	<p>Select the way you want <b>both Src</b> and <b>Dst</b> code decks to be updated with new/existing code names from current rates file:</p> <ul style="list-style-type: none"> <li>• <b>Disabled</b> - leave selected code decks unchanged</li> <li>• <b>Import only not existing codes</b> - code decks will be updated with codes and their names if they are missing</li> <li>• <b>Import all codes (update existing)</b> - code decks and codes will be updated with code names taken from file, overwriting of existing ones</li> <li>• <b>Import all codes (purge code deck first)</b> - code decks are fully cleared and then all codes and code names are imported from file</li> </ul> <div style="background-color: #ffffcc; padding: 10px; margin-top: 10px;"> <p> <b>Attention</b></p> <p>If <b>Src Code</b> and/or <b>Dst Code</b> sheet type are selected, you need to enable this feature</p> </div>
<b>Dst Code Deck</b>	<p>Dst Code Deck that will be used for <b>Update Code Deck</b> option. Select a destination code deck that you want to update with the above-mentioned settings (note that code deck specified settings here will only be available if you are importing file which contains <b>Code Names</b> in addition to <b>Codes</b>)</p>
<b>Src Code Deck</b>	<p>Src Code Deck that will be used for <b>Update Code Deck</b> option. Select a source code deck that you want to update with the above-mentioned settings (note that code deck specified settings here will only be available if you are importing file which contains <b>Code Names</b> in addition to <b>Codes</b>)</p>
<b>Notification or Code Deck</b>	<p>Specify code decks that will be used for the next rates notification</p>
<b>AZ Mode</b>	<p>A special mode that determines system behavior regarding <b>active/future</b> rates:</p> <ul style="list-style-type: none"> <li>• <b>Disabled</b> - leave active/future rates unchanged. Selected by default</li> <li>• <b>Simple mode</b> - active rates from current Rate Table will be closed on the specified <b>AZ close date</b> if they aren't present in this import.</li> <li>• <b>Extended mode</b> - all existing future rates will be marked as stashed. Currently active rates (not presented in this import) will be closed by the date specified below.</li> </ul>
<b>AZ codes</b>	<p>Available if AZ Mode is <b>active</b>. Specify the exact code(s), <b>AZ Mode</b> is going to be applied to. By default, field value is * (<b>all codes</b>)</p>
<b>AZ interval (days)</b>	<p>Available if AZ Mode is <b>active</b>. It consists of two fields where time and date of rates closure are specified:</p> <ol style="list-style-type: none"> <li>1. <b>Time</b> - select from a drop-down list: <ul style="list-style-type: none"> <li>• <b>Beginning of the day</b> - active/future rates will be closed at <b>00:00</b> of the specified day</li> <li>• <b>Import time</b> - active/future rates will be closed at the exact <b>time of import</b> on the specified day</li> </ul> </li> <li>2. <b>Day</b> - specify the interval of days after which rates will be closed</li> </ol> <div style="background-color: #ccffcc; padding: 10px; margin-top: 10px;"> <p> <b>Tip</b></p> <p>For a detailed explanation, check out our <a href="#">Knowledge Base article</a></p> </div>
<b>AZ close date</b>	<p>Available if AZ Mode is <b>active</b>. Field displays the time and date of rates closure based on the <b>AZ interval (day)</b> parameters</p>


## Code Rules Information Block



For adding a new code rule, click on the plus  icon next to information block name.

When you add a rule and set the value in the fields, it will overwrite parameters specified the respective columns of the file. If you leave fields empty, it will take the parameters from the file.

If you add a rule with \* **code** for a certain service, not specified columns of the imported rates will be filled in with respective field values of this code rule. You can add rules with \* **code** for all services. The list of code rules fields is as follows:


Screenshot: Rates import - Code Rules settings

**CODE RULES** 

Code	Service	Effective Date	Profile	Min	Int	Extra	
*	Calls	2018-01-12 00:00:00+0000	all time	1	1	regular	
1201	Calls	2018-01-12 00:00:00+0000	all time	60	45	regular	

Save Template

Import

Field	Description
<b>Code</b>	Indicate a destination code. For all codes, use * (asterisk)
<b>Service</b>	Select a service for rate
<b>Effective Date</b>	Specify a start date of a rate
<b>Profile</b>	Indicate time profile that will be used for current rate, for example <b>business time</b> , <b>non-business time</b> , <b>weekends</b> , etc.
<b>Min</b>	Minimal time of call that will be tariffed. For example, if total call time was <b>20</b> seconds and <b>Min is 30</b> , then client will pay for <b>30</b> seconds of call
<b>Int</b>	Tariffication interval. This parameter is used, when <b>Min Time</b> time expires.
<b>Extras</b>	<div>Additional parameters are stored under downwards arrow  icon.</div> <ul style="list-style-type: none"><li>• <b>Tag</b> - specify a tag for respective rates. If it's not applicable, assign a (@) tag as default.</li><li>• <b>Grace Volume</b> - volume that will not be tariffed (i.e. it's free).</li><li>• <b>Policy</b> - rate's type for a code: <b>regular</b> rate or an <b>additive</b> (extra) rate.</li><li>• <b>Setup Fee</b> - an initial fee that is charged.</li><li>• <b>End Date</b> - final date after which the rate will expire.</li><li>• <b>Notes</b> - additional information.</li></ul>

After specifying all additional parameters, press **Import** button.

## Step 3. Import Errors

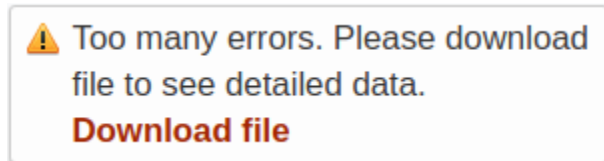
Provided a non-critical error(s) occurred, you will be displayed a table, where exact sheet, line and error description are specified (see screenshot). In this case, you need to start the whole import procedure from the beginning.

Screenshot: Step 3. Import Errors

STEP 3: IMPORT ERRORS		
RT ORIG - Rose		
Sheet	Line	Errors
1	4	Can not parse effective date

In case numerous errors occurred while **importing** rates, you will be displayed the respective notification:

Screenshot: Error notification



By clicking on **Download file**, a **.csv** file with the following columns is downloaded:

Column	Description
Sheet	Index number of the sheet, where error occurred
Line	Line of the sheet, where error occurred
Errors	Description of the error that occurred

Screenshot: .csv file with detailed error data

	A	B	C	D
1	Sheet	Line	Errors	
2	1	1	Incorrect rate specified	
3	1	2	Incorrect rate specified	
4	1	3	Incorrect rate specified	
5	1	4	Incorrect rate specified	
6	1	5	Incorrect rate specified	
7	1	6	Incorrect rate specified	
8	1	7	Incorrect rate specified	
9	1	8	Incorrect rate specified	
10	1	9	Incorrect rate specified	
11	1	10	Incorrect rate specified	

## Confirming Rates

When the procedure has been executed, you will be forwarded to **Rates** tab where all imported rates will be displayed. They are divided into the following types: **Unchanged**, **Increased**, **Decreased**, **New**. By clicking on respective buttons in the top right corner of the tab, you can filter rates by the type (see screenshot).

### Attention

Imported rates will be marked as **Unchanged**, **Increased**, or **Decreased** only if their Effective Date value (e.g. **04.25.2018**) is higher than Effective Date of a current rate (e.g. **04.10.2018**)

If **Auto-Confirm** option is disabled, you need to press **Confirm Filtered Rates** button (see screenshot) to change rates status from **stashed** to **active**.

Screenshot: Confirming Rates




The screenshot displays the 'Rates' tab of a financial application. The top navigation bar includes 'Rates', 'Simulate', 'Import', 'Import History', 'Export', and 'Parameters'. Below this, there are buttons for 'Add Rate', 'Export Filtered', and 'Mass Edit'. A summary bar at the top right shows counts: 'New: 6', 'Unchanged: 1', 'Decreased: 1', and 'Increased: 1'. The main table lists rates with columns for source and destination codes, the rate value, effective date, and a status column. All rates are currently marked as 'Stashed'. At the bottom, a green button labeled 'Confirm Filtered Rates' is highlighted with a red arrow, indicating the next step in the process. Other buttons at the bottom include 'OK', 'Cancel', and 'Apply'.

# Import History Tab

The tab contains information about all executed imports to this rate table. It is presented in a form of table with the following columns:

Screenshot: Import History tab

Rates												RT ORIG [USD]	
Simulate													
Import													
Import History													
Export													
Parameters													
Rows 1 – 1 of 1												Page 1 of 1	
20													
Date	User Login	File	Total	New	Increased	Decreased	Unchanged	A-Z Closed	A-Z Stashed	Status	Error File		
2018-07-27 08:37:29+00	admin	 new_rts_2018.xlsx	9	6	1	1	1	0	0	done			

Column	Description
Date	Time and date of import execution
User Login	Login of a user who executed import
File	Import file. By clicking on  icon, the file will be downloaded
Total	Total amount of imported rates
New	Total amount of rates with New type
Increased	Total amount of rates with Increased type
Decreased	Total amount of rates with Decreased type
Unchanged	Total amount of rates with Unchanged type
A-Z Closed	Number of rates, closed by A-Z import
A-Z Stashed	Number of rates, stashed by A-Z import
Status	Status of imopt procedure ( <b>done/failed</b> )
Error File	File that contains description of all errors, occured during import. By clicking on  icon, the file will be downloaded
 icon	When clicked on, deletes respective import data from the system